



# **ANNUAL ACTION PLAN 2020**

**Comptroller General's Office**

**Ministry of Finance, Economic and Policy Development**

**Effective from January 01, 2020 to December 31, 2020**

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## **01. Overview**

### **1.1 Introduction:**

The Comptroller General's Office was established under the Ministry of Finance on 07<sup>th</sup> March 2017 as stipulated in Budget Proposal No. 368 of 2017 to focus on the management of non-financial assets of the government. The Comptroller General's Office is mainly entrusted with overseeing the asset, material and cost management of the government. Hence, it is required to maintain a central registry for non-financial assets and to formulate and implement non - financial assets management policies, while identifying idle resources and ensuring effective use of these assets to strengthen the national development framework of the government. While government agencies are required to maintain records of the assets under their custody, such action was not followed properly and no formal procedure was in place to have centralized records. The absence of a focal agency has led to the non- financial assets not being valued periodically and hence its real value not being reflected properly.

### **1.2 Vision, Mission and Objectives**

#### **(a) Vision:**

Globally recognized apex body for public sector non-financial assets management.

#### **(b) Mission:**

Formulation and implementation of reliable non - financial assets management policies, while ensuring effective use of non-financial assets to strengthen the national development framework of the government and maintaining a comprehensive central non-financial assets register.

#### **(c) Objectives:**

- i. Create a central database to record all non-financial assets belonging to the government.
- ii. Recording the correct value of the non-financial assets in government accounts.
- iii. Adhere to a systematic process of developing, operating, maintaining, upgrading and disposing of assets in a cost effective manner.
- iv. Collect due revenue from non-financial assets of the government and assist expenditure management.
- v. Maximum utilization of government lands for investment and development activities.

### **1.3 Functions and Responsibilities of the Department**

- i. Oversee the assets, material and cost management of the government.
- ii. Supervision of the management of government non-financial assets through formulating regulations, collecting data and creating a centralized information system.
- iii. Efficient, effective and economical utilization of government assets in order to prevent mismanagement and waste.
- iv. Improve collection of due revenue from non-financial assets belonging to the government.
- v. Provide necessary guidance for the acquisition, maintenance and disposal of government assets.
- vi. To play the leadership and custodianship role in the management of non-financial assets belonging to the government.
- vii. To function as the government asset information center.

## 02. Administrative Responsibilities of the Comptroller General's Office

### 2.1 Organization Structure

**Organizational Structure of the Comptroller General's Office**

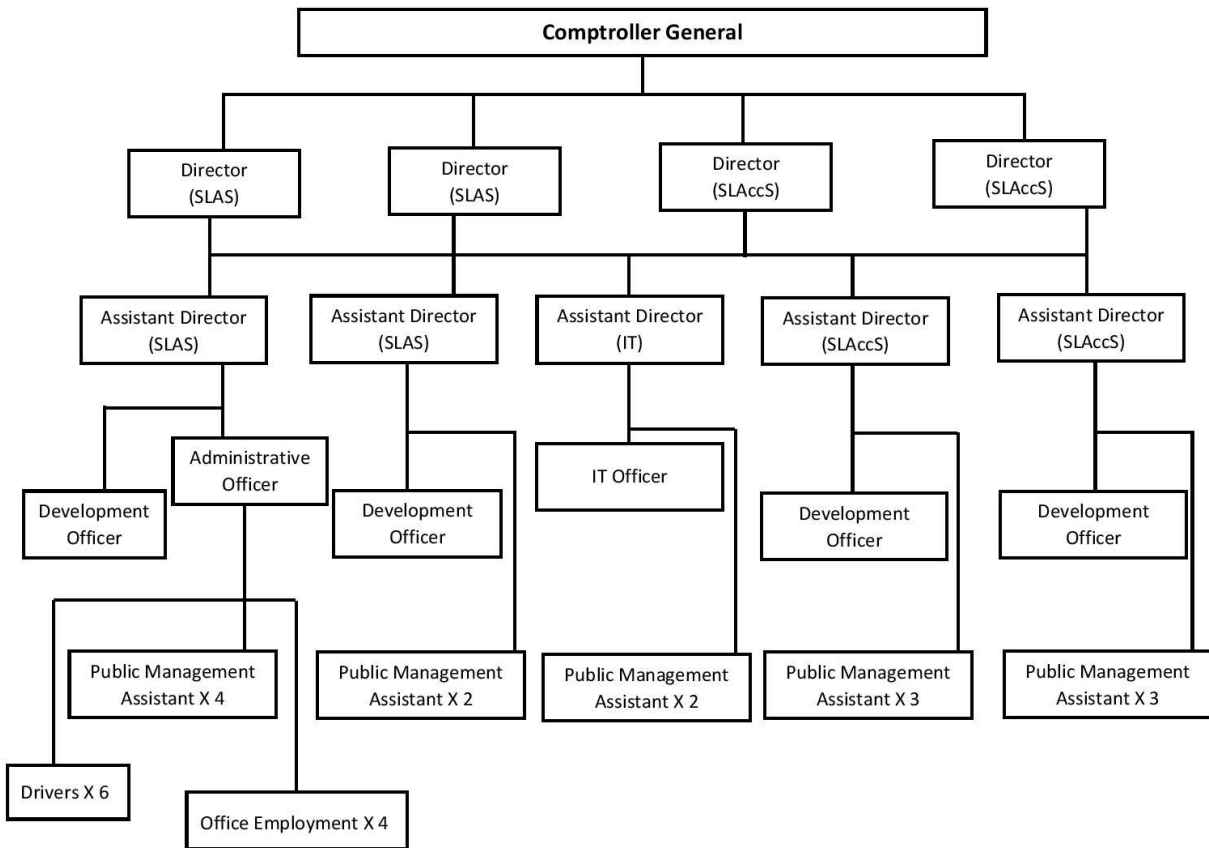


Figure 1: Organization Structure

## 2.2 Approved Cadre and Existing Cadre

**Table 1: Approved Cadre and Existing Cadre**

	<b>Designation</b>	<b>Service</b>	<b>Class/Grade</b>	<b>Salary Code</b>	<b>Approved Cadre</b>	<b>Existing Cadre</b>
01	Comptroller General	SLAS	Special	SL 3 - 2016	01	01
02	Director	SLAS	I	SL 1 - 2016	02	02
03	Director	SLAcS	I	SL 1 - 2016	02	02
04	Assistant Director / Deputy Director	SLAS	III/II	SL 1 - 2016	02	02
05	Assistant Director / Deputy Director	SLAcS	III/II	SL 1 - 2016	02	01
06	Assistant Director	SLICTS	III/II/I	SL 1 - 2016	01	00
07	Administrative Office	MSO	SUPRA	MN 7 – 2016	01	01
08	Information and Communication Technology Officer	SLICTS	2 - III/II/I	MN 6 – 2016	01	00
09	Development Officer	DO'S	III/II/I	MN 4 – 2016	04	02
10	Management Service Officer	MSO	III/II/I	MN 2 - 2016	14	13
11	Driver	DS	III/II/I/ Special	PL 3 – 2016	06	03
12	Office Employee	OES	III/II/I/ Special	PL 1 - 2016	04	04
<b>Total</b>					<b>40</b>	<b>31</b>

## Action Plan – 2020

Goals	Objectives	Activities	Time Period				Responsibility	Supervision
			1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter		
<b>Goal – 01</b>  <u>Goal Statement:</u> <b>Creation of the Central online Database for Non-Financial Assets of the Government</b>	Proper Management of Non - Financial Assets of the Government.	1.Coordinate with ITMIS project office for creation of online database for Central Government Institutions					<b>D / AD</b>	<b>CG</b>
<b>Goal – 02</b>  <u>Goal Statement:</u> <b>Recording &amp; reporting of information in Central Asset Register for Non – Financial Assets</b>	Creation of Asset Registry for all Non – Financial Assets of the Government.	1. Submission of Cabinet Memorandum on Buildings & Structures information of Central Government Organizations and Public enterprises					<b>D / AD</b>	<b>CG</b>
		2. Submission of Cabinet memorandum on Plant & Machinery, Furniture information of central government organizations and Public enterprises					<b>D / AD</b>	<b>CG</b>

		3.Submission of Cabinet Memorandum on Buildings & Structures information of Provincial Councils & Local Authorities					<b>D / AD</b>	<b>CG</b>
		4.Submission of Cabinet Memorandum on Plant & Machinery, Furniture information of Provincial Councils & Local Authorities					<b>D / AD</b>	<b>CG</b>
<b>Goal 03</b> <b><u>Goal Statement:</u></b> <b>Ensure the legal ownership of the vehicles used by government agencies.</b>	Resolve all ownership issues of government vehicles used by Government Agencies.	Taking action to authorize the transfer of ownership of government vehicles for current users of relevant vehicles.					<b>D / AD</b>	<b>CG</b>
<b>Goal 04</b> <b><u>Goal Statement:</u></b> <b>Management of vehicle fleet of the government.</b>	Efficient use of government funds for procurement of vehicles.	Review existing vehicle fleet, requested numbers and the committee report and submit the recommendations to the Department of National Budget					<b>D / AD</b>	<b>CG</b>



<p><b>Goal 05</b></p> <p><b>Goal Statement :</b>  <b>Creation of Non – financial Asset Database with valuations</b></p>	<p>Recording the correct values of the non – financial Assets of the Government.</p>	<p>1. Supervision of Valuation of Assets as per the Circular No 04/2018.</p>					<p><b>D / AD</b></p>	<p><b>CG</b></p>
<p><b>Goal 06</b></p> <p><b>Goal Statement :</b>  <b>Policy Formulation for Non – Financial Asset Management</b></p>	<p>Adhere to a systematic process of developing, operating, maintaining, upgrading and disposing of assets in a cost effective manner.</p>	<p>1. Review existing Asset management policies</p>					<p><b>D / AD</b></p>	<p><b>CG</b></p>
		<p>2. Identify the policies to be changed</p>					<p><b>D / AD</b></p>	<p><b>CG</b></p>
		<p>3. Discuss with other Treasury Departments and other stakeholders on formulating new policies</p>					<p><b>D / AD</b></p>	<p><b>CG</b></p>
		<p>4. Formulation of policies on managing of Non – Financial Assets of the Government</p>					<p><b>D / AD</b></p>	<p><b>CG</b></p>
		<p>5. Issue Circular Instructions for Management Non – Financial Assets of the Government</p>					<p><b>D / AD</b></p>	<p><b>CG</b></p>

<p><b>Goal 07</b></p> <p><b>Goal Statement:</b>  <b>Manage the utilization of Government owned Motor Vehicles.</b></p>	<p>Proper Management of government owned vehicles.</p>	<p>Taking necessary actions to manage excess vehicles based on the collected information of excess vehicles in Ministries as per the Circular No. PS/CSA/ Circular/4 /2019 dated 02.12.2019 issued by Secretary to the President.</p>					<p><b>D / AD</b></p>	<p><b>CG</b></p>
<p><b>Goal 08</b></p> <p><b>Goal Statement :</b>  <b>General Administration &amp; Financial Management</b></p>	<p>Smooth functioning of the Comptroller General's Office</p>	<p><b>01. Establishment Matters</b></p>						
		<p>1.1 Coordinate ITMIS Activities in relation to CGO</p>					<p><b>D / AD</b></p>	<p><b>CG</b></p>
		<p>1.2. Prepare Performance Report - 2019</p>					<p><b>D / AD</b></p>	<p><b>CG</b></p>
		<p>1.3 General Administrations of the office.</p>					<p><b>D / AD</b></p>	<p><b>CG</b></p>
		<p>1.4. Prepare of Action Plan – 2021</p>					<p><b>D / AD</b></p>	<p><b>CG</b></p>

		<b>02. Financial Matters</b>					
	2.1 Prepare Procurement Plan 2021					<b>D / AD</b>	<b>CG</b>
	2.2 Prepare annual expenditure estimate for the year 2021					<b>D / AD</b>	<b>CG</b>
	2.3 General Financial Matters					<b>D / AD</b>	<b>CG</b>
	2.4 Reconciliation of Financial statement of Treasury					<b>D / AD</b>	<b>CG</b>
	2.5. Prepare Accounts including Public Officers Advance "B" Account					<b>D / AD</b>	<b>CG</b>
	2.5.1. Appropriation Account					<b>D / AD</b>	<b>CG</b>
	2.5.2 Public Officers " Advance B" Account					<b>D / AD</b>	<b>CG</b>

## Statement of Monthly/Quarterly Cash Flow as per approved Expenditure Plans for the year 2020

Name of the Ministry/ Department/District Secretariat: **Comptroller General's Office** Head No: 333

	Expenditure items (with Expenditure Codes)	Cash Requirement for the approved expenditure plans															Grand Total	
		Jan.	Feb.	March	Ist Qtr Total	April	May	June	2nd Qtr Total	July	Aug.	Sep.	3rd Qtr Total	Oct.	Nov	Dec.		3rd Qtr Total
I	Salaries and allowance (1001 and 1003 )	1,560	1,560	1,560	4,680	960.5												5,640.5
	Other Allowances paid with salary(Except object code 1003)	354	349	309	1,012	258												1,270
II	Overtime and Holiday pay (1002)	30	70	70	170	80												250
III	All other Recurrent Expenditure	500	600	600	1700	700												2,400
	<b>Total Recurrent</b>	<b>2,444</b>	<b>2,579</b>	<b>2,539</b>	<b>7,562</b>	<b>1998.5</b>												<b>9,560.5</b>
IV	Reimbursable Foreign Aid	-																-
V	Other all Capital Expenses	40	140	150	330	200												530
VI	Public Officers Advance Account	160	40	300	500	-												500
VII	Deposit Accounts	-																-
VIII	Other Advance Accounts	-																-
	<b>Grand Total</b>	<b>2,644</b>	<b>2,759</b>	<b>2,989</b>	<b>8,392</b>	<b>2,198</b>												<b>10,590.5</b>

All the information given in the above table is certified as correct.

Prepared By:.....

Checked By:.....

\* This amount should be tallied with grand total in column no.11 of the Form No:TOD/IMP/01

C. W. K. Kuruppuarachchi  
Deputy Director  
Comptroller General's Office  
Ministry of Finance  
Colombo-01

Signature :.....  
Name : C W K Kuruppuarachchi  
Date 08.01.2020  
Official Stamp

1/08

**Proposed Procurement Plan for the Year – 1<sup>st</sup> Quarter (2020.01.01 to 2020.04.30)**  
**Comptroller General's Office**

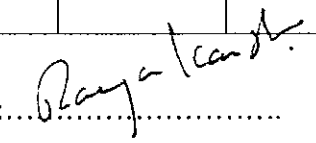
Department/ Line Agency/ Ministry	Procurement Category (Goods, Works & Services etc.)	Estimated Cost (Rs. '000)	Source of Financing / Name of the Donor	Procurement method (ICB,LIB, LNB,NCB and National Shopping etc.)	Level of Authority	Priority status U=Urgent P=Priority N=Normal	Current status of procurement preparedness activities	Scheduled date of commence ment	Scheduled date of completion	Remarks
CGO	<b>Goods</b>									
	1.Stationary & Office Equipment - Stage 1	400	Domestic Funds	Shopping	DPC	N	Prepare Bidding Docs.	2020.01.15	2020.05.05	
	2. Furniture & Office Equipment	100	Domestic Funds	Shopping	DPC	N	Prepare Bidding Docs.	2020.02.01	2020.03.15	
	3. Plant and Machinery & Equipment	255	Domestic Funds	Shopping	DPC	N	Prepare Bidding Docs.	2020.02.15	2020.06.30	
	<b>Works</b>									
	Building and Refurbishment	35	Domestic Funds	Shopping	DPC	N	Prepare Bidding Docs.	2020.03.15	2020.10.31	
	<b>Non-Consultancy Services</b>									
Capacity Building	260	Domestic Funds	Direct Contracting	CAO/ HD	P		2020.01.05	2020.05.15		

Prepared By: 

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(Do)

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Approved By: 

K. A. Ramiya Kanthi  
Comptroller General  
Comptroller General's Office  
Ministry of Finance  
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